

## JOB DESCRIPTION

**Post:** Chef

**Reports to:** Head Chef/Catering Manager

### Main Purpose of the job

The post-holder will support the overall catering provision within the Home, providing a safe, quality and cost effective service to residents and staff. You will be directly involved in the preparation and cooking of food stock rotating and menu development.

### DUTIES/RESPONSIBILITIES

1. To produce safe nutritious food for all clients timeously and of the same quality across multiple locations.
2. To implement any special requests / diets upon advice from medical staff / dietician.
3. To be involved in the preparation and cooking of food.
4. To ensure the cleanliness of all catering related areas are maintained to the standard of quality measures of Erskine.
5. To implement all Food Hygiene requirements and Erskine's Safe System of Catering in accordance with the policy at Erskine and current legislation.
6. To update and maintain all appropriate food safety records and taking appropriate action where necessary.
7. To carry out these tasks with due consideration of the efficient use of resources whilst maintaining the appropriate standard of service required.
8. To communicate with the residents and staff in a helpful and pleasant manner at all times and to deal with any resident complaints that may arise.
9. To operate at all times within safe working practices.
10. To report all equipment repairs and faults immediately to line manager as appropriate.
11. Support and advice catering assistants
12. Any other duties as required within the scope of the role

### PERSON SPECIFICATION

No	Applicant criteria for post	Essential	Desirable
	<b>Qualifications &amp; Experience</b>		
1.	C&G Diploma in professional cookery or working towards or equivalent in a similar role.	√	
2.	Elementary Food Hygiene Certificate.	√	
3.	Good understanding of HACCP principals	√	
4.	Catering in similar role providing up to 1000 meals per day	√	
5.	Good sound knowledge of all disciplines within a kitchen environment	√	
6.	Understanding of dietary needs	√	
7.	Understanding of the IDDSI framework		√

	<b>Skills and Qualities</b>		
8.	Soft skills - communication, teamwork, organising and planning own work load	√	
9.	General office tools that include e-mail, spreadsheets, word processing		√
10.	A positive can-do attitude	√	
11.	Ability to supervise, mentor and work as part of a team		√
12.	Ability to use initiative	√	
13.	Excellent time management	√	